

YELLOW MEDICINE COUNTY A.W.A.I.R. POLICY

SECTION I – RESPONSIBILITIES AND AUTHORITIES

I. GENERAL

It is the policy of Yellow Medicine County to assign safety responsibilities to individuals and the individuals having responsibilities defined herein may delegate performance of their duties to others. However, the responsibility shall not be delegated.

II. PURPOSE

The purpose of this procedure is to identify the duties and responsibilities of Yellow Medicine County employees as they pertain to the safety program. These duties and responsibilities should be viewed as minimums and in no way are employees limited only to these activities.

III. APPLICATION

This procedure is applicable to all departments and/or management groups.

IV. RESPONSIBILITIES AND AUTHORITIES

- A. County Commissioners have overall responsibility for the direction of Yellow Medicine County, for the establishment of the safety program policy, and for the establishment of the position of Safety Officer.
- B. County Administrator has the responsibility to monitor the safety program implementation at the department level and to periodically report the status and adequacy of the safety program to the County Commissioners.
- C. Department managers have overall authority and responsibility for the safety program as implemented in their individual departments. Specific responsibilities include, but are not necessarily limited to:
 - 1. Review the OSHA General Industry Safety Standards and become knowledgeable of federal, state and local standards.
 - 2. Review the county safety program and make amendments or additions that will be applicable to their particular department requirements.
 - 3. Maintenance of the safety program documentation.
 - 4. Ensure that employees are aware of their specific duties and responsibilities, that they have access to the complete Safety Program Policy, and all of their department specific safety rules and training requirements.

5. Perform /review investigations of all serious accidents.

D. Supervisors

1. Shall have a complete copy of the safety program available and be thoroughly familiar with it so that they understand their own responsibilities and the responsibilities of the employees reporting to them.
2. Should review accident summary reports in order to keep informed of the job accident record and insist on appropriate action when trends are unfavorable.
3. Should investigate serious accidents personally to ensure that causes have been identified and proper corrective action taken.
4. Should determine that tools and equipment are good condition. Any tools or equipment that are defective or unsafe shall be removed from the job working area and tagged.
5. When new operations or materials are introduced, department managers should be satisfied that the necessary safety precautions have been exercised.
6. Should monitor the written safety program reports to see that they are being fully and correctly completed.
7. Instruct department employees of the safety program administrative procedures to be followed, the safe conditions that are to be maintained throughout the department and instruct workers in proper and safe practices.
8. Make available necessary personal protective equipment, job safety materials, and first-aid materials.
9. Provide complete instruction on safety procedures to employees prior to assignment of duties. Follow-up and provide additional instruction as appropriate.
10. Make continuous inspection for unsafe practices and conditions and initiate needed corrective actions.
11. Enforce safety regulations in effect.
12. See that injuries are reported, properly treated, and documented.
13. Conduct periodic safety meetings.
14. Obtain correct maintenance of tools and equipment.
15. Instill safety awareness in employees through personal contacts.
16. Take an active part in planning safety into new operations.

17. Make sure that required safety equipment is on hand and is being used.

E. Employee

1. The county expects each individual employee to cooperate in every respect with the safety program so that the operations may be carried on in such a manner as to ensure the safety of all employees. The employee's responsibility is to be consistent with OSHA regulations, county Personnel Policy, countywide safety rules, department safety rules and specific job training.
2. Work according to good safety practices as posted, instructed and discussed.
3. Refrain from any unsafe act that might endanger themselves or fellow workers.
4. Use all safety devices provided for their protection and the protection of others.
5. Report any unsafe condition or act to their foreman, superintendent or safety representative immediately.
6. Assume their share of responsibility for thoughtless or deliberate acts that cause injury to themselves or their fellow workers.
7. Report all injuries to his supervisor.
8. Maintain a clean and safe work area.

G. Safety Officer

1. A Safety Officer is appointed. The written position description is complete. Training and training resources are available. The Safety Officer has the appropriate level of authority to implement the program, and reports directly to the County Administrator on safety matters.
2. The Safety Officer's position includes, but is not limited to:
 - a. Professional development, including a reference library, receiving publications, and membership in professional organizations.
 - b. Development and administration of incident-prevention and loss control methods, procedures, and programs.
 - c. Training and communications for management, supervisors, and employees.
 - d. Internal consultant to identify and appraise incident-and loss-producing conditions and practices and evaluation of the severity of the incident problem.

- e. Communication of incident and loss control information to those directly involved.
- f. Information management to include recording-keeping, and program activities.
- g. Measurement and evaluation of the effectiveness of the incident and loss control system and the modifications needed to achieve optimum results.